

MINUTES OF THE RHODE ISLAND AIRPORT CORPORATION

OPERATIONS AND CAPITAL COMMITTEE

WEDNESDAY, SEPTEMBER 8, 2004

AT 4:00 P.M

IN THE MARY BRENNAN BOARD ROOM AT T. F. GREEN AIRPORT

2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James C. Forte, at 4:00 p.m. in the Mary Brennan Board Room at T. F. Green Airport in accordance with the notice duly posted pursuant to the Open Meetings Law.

BOARD MEMBERS PRESENT: James Forte, Joseph Cianciolo, Robert Sangster.

ALSO PRESENT: Laurie K. Cullen, Senior Vice President, Engineering, Planning and Environmental; Brian C. Schattle, Senior Vice President Finance/CFO; and those individuals listed on the attendance sheet attached hereto.

1. Approval of the Minutes:

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the minutes of the Operations and Capital Committee

Meeting of July 14, 2004. The motion was passed unanimously.

2. Report from Chair, Operations and Capital Committee:

There was no report.

3. Discussion Item:

(a) Update on Airport Projects.

Ms. Cullen reported that the Committee package included a summary of ongoing projects which had been prepared by Ms. DeMarco, Manager of Project Controls for the Corporation. Ms. Cullen gave an overview of the projects, focusing specifically on the trusted agent lot which is still not open because of some contractual issues. Ms. Cullen reported that there is going to be a meeting to discuss these outstanding issues. Mr. Cianciolo expressed concern that this project was significantly behind schedule. The Committee will be kept apprised of progress on this project.

(b) Presentation from the Rhode Island Lottery Commission on Proposed Lottery Ticket Sales at T. F. Green Airport.

Mr. Cloutier introduced Mr. Cataldi from the Lottery Commission who gave a presentation on a proposal to sell lottery tickets in the terminal. The Committee asked the staff to do a feasibility analysis of

this proposal.

4. Action Items:

(a) Consideration of and Approval of Consultant Task Order for Design and Bid Phase Services Associated with the On and Off-Airport Obstruction Removal Projects at Westerly Airport.

Ms. Cullen reported that the request is to enter into a Task Order with Dufresne Henry to provide design and bid phase services associated with the On and Off-Airport Obstruction Removal Projects at Westerly Airport. This project will provide vegetative obstruction removal from approximately 50.2 acres of uplands and 26.8 acres of wetlands as well as the installation of obstruction lighting.

A motion was made by Mr. Sangster and seconded by Mr. Cianciolo to approve the following resolution:

WHEREAS, RIAC contracted with the firm of Dufresne-Henry to perform consultant services associated with the identification and removal of objects affecting navigable airspace on a task by task basis; and

WHEREAS, RIAC will negotiate a fee with Dufresne-Henry to provide design and bid phase services in an amount not-to-exceed \$133,072; and

WHEREAS, this Task Order will be initially funded through the General Purpose Fund with 95% (\$126,418) reimbursement from the FAA upon acceptance of a federal grant offer, expected in the beginning of Calendar Year 2005.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO to execute a Task Order with Dufresne-Henry to provide design and bid phase services for the On and Off-Airport Obstruction Removal projects at Westerly Airport in an amount not-to-exceed \$133,072, subject to Board approval.

The motion was passed unanimously.

(b) Consideration and Approval of Consultant Task Order for Design and Construction Phase Services Associated with the Terminal Entrance Bollards at T. F. Green Airport.

Ms. Cullen reported that the request is to enter into a Task Order with HNTB Corporation to provide design and construction phase services associated with the Terminal Entrance Bollards at T. F. Green Airport.

The project will replace the existing orange jersey barriers on the lower and upper level of the terminal building at T. F. Green Airport

with permanently installed bollards to protect the terminal building from intrusions.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, RIAC contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural and construction phase services; and

WHEREAS, RIAC negotiated a scope and fee with HNTB Corporation to provide design and construction phase services in the amount of \$85,700; and

WHEREAS, this Task Order will be funded 75% (\$64,275) through the FAA under AIP No. 3-44-0003-60, with RIAC's 25% (\$21,452) matching share from the General Purpose Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a Task Order with HNTB Corporation to provide design and construction phase services for the Terminal Entrance Bollards at T. F. Green Airport in the amount of \$85,700, subject to Board approval.

The motion was passed unanimously.

(c) Consideration of and Approval of Consultant Amendment for Design Services Associated with the Airfield Maintenance Facility at T. F. Green Airport.

Ms. Cullen reported that the request is to enter into a contract amendment with the Austin Company to provide design services associated with the Airfield Maintenance Facility at a new location on T. F. Green Airport. The new facility and snow removal equipment (SRE) storage facilities will be located on the east side of Runway 23 (the north east corner of the airport). There was detailed discussion of this project and specifically the rationale for changing the location of the facility.

A motion was made by Mr. Sangster and Mr. Cianciolo to approve the following resolution:

WHEREAS, RIAC contracted with the firm of the Austin Company to provide consultant services associated with this project; and

WHEREAS, RIAC will negotiate a fee with the Austin Company to provide design phase services in an amount not-to-exceed \$770,259; and

WHEREAS, RIAC intends to close out the original design scope of services established under this contract and enter into a contract

amendment authorizing design services in the not-to-exceed amount of \$545,000 as \$224,821.73 remains unspent in the current contract; and

WHEREAS, the scope of this amendment will be completed during FY 05.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a contract amendment in an amount not-to-exceed \$545,000 with The Austin Company to provide design services associated with the Airfield Maintenance Facility in an amount not-to-exceed \$770,259, subject to Board approval.

The motion was passed unanimously.

(d) Consideration of an Acceptance of Grant Offer No. 3-44-0003-70-2004 for the Strategic Implementation Plan at T. F. Green Airport.

A motion was made by Mr. Sangster and seconded by Mr. Cianciolo to approve the following resolution:

WHEREAS, RIAC submitted a Grant Application dated July 21, 2004 to the Federal Aviation Administration (FAA) requesting funds under

Airport Improvement Project (AIP) No. 3-44-0003-70-2004; and

WHEREAS, the FAA has extended a Grant Offer dated July 23, 2004 to the Rhode Island Airport Corporation in the amount of \$101,000 to fund seventy-five percent (75%) of the Strategic Implementation Plan at T. F. Green Airport; and

WHEREAS, RIAC must accept the Grant Offer prior to August 20, 2004 to ensure the availability of federal funding; and

WHEREAS, the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors accepted said Grant Offer in order to be in compliance with the FAA; and

WHEREAS, funding for this project will be through the Federal Grant AIP No. 3-44-0003-70-2004, at seventy-five percent (75%) (\$101,000), with RIAC's twenty-five percent (25%) (\$33,666) matching share through its General Purpose Fund Account.

NOW, THEREFORE, IT IS HEREBY RESOLBED AS FOLLOWS:

That the acceptance of Grant Offer AIP No. 3-44-0003-70-2004 in the amount of \$101,000 by the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors is hereby ratified, subject to Board approval.

The motion was passed unanimously.

(e) Consideration of and Acceptance of Grant Offer No. 3-44-0003-69-2004 for the Environmental Impact Statement (EIS)(Phase 2) at T. F. Green Airport.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, RIAC submitted a Grant Application dated July 22, 2004 to the Federal Aviation Administration (FAA) requesting funds under Airport Improvement Project (AIP) No. 3-44-0003-69-2004; and

WHEREAS, the FAA has extended a Grant Offer dated August 9, 2004 to the Rhode Island Airport Corporation in the amount of \$903,000 to fund seventy-five percent (75%) of the Environmental Impact Statement – Phase 2 at T. F. Green Airport; and

WHEREAS, RIAC must accept the Grant Offer prior to August 20, 2004 to ensure the availability of federal funding; and

WHEREAS, the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors accepted said Grant Offer in order to be in compliance with the FAA; and

WHEREAS, funding for this project will be through the Federal Grant

AIP No. 3-44-0003-69-2004, at seventy-five percent (75%) (\$903,000), with RIAC's twenty-five percent (25%) (\$301,000) matching share through its General Purpose Fund Account, with the intent to reimburse these monies from the upcoming bond issue.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the acceptance of Grant Offer AIP No. 3-44-0003-69-2004 in the amount of \$903,000 by the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors is hereby ratified, subject to Board approval.

The motion was passed unanimously.

(f) Consideration of and Authorization for President and CEO to Accept Federal Airport Improvement Program (AIP) Grant Offers from the Federal Aviation Administration (FAA).

Ms. Cullen reported that the request is for the Committee and Board to authorize the President and CEO to accept and execute all federal Airport Improvement Program (AIP) grant offers.

A motion was made by Mr. Sangster and seconded by Mr. Cianciolo to approve the following resolution:

WHEREAS, RIAC is the recipient of federal funding under the Airport

Improvement Program (AIP); and

WHEREAS, grant offers received provide funding for projects included in RIAC's Board authorized Capital Improvement Program (CIP); and

WHEREAS, there is a need to accept these grant offers in a timely manner to ensure the availability of federal funding; and

WHEREAS, all grant offers are reviewed and executed by RIAC's legal counsel prior to acceptance; and

WHEREAS, all grant offers accepted will be reported to the Board.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO to accept and execute all federal Airport Improvement Program (AIP) grant offers on behalf of the Corporation, subject to Board approval.

The motion was passed unanimously.

(g) Consideration of and Action Upon Professional Services Contract for Janitorial Services at T. F. Green Airport.

Mr. Schattle reported that the request is to enter into a multi-year

contract with a qualified, responsive and responsible firm to provide janitorial services at T. F. Green Airport. Mr. Schattle reported that in July 2004 the Corporation issued an RFP for janitorial services for a three (3) year term. Eight (8) proposals were received and a Selection Committee evaluated the submissions based on pre determined criteria. After the initial evaluation four (4) firms were selected for a short list and were invited to make a presentation. The recommendation of the Selection Committee is that RIAC remain with UNICCO Service Company.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at T. F. Green Airport; and

WHEREAS, it has been determined that there is a need for janitorial services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and

WHEREAS, the fee for year one (1) of the contract is less than was anticipated in the FY 05 budget; and

WHEREAS, RIAC issued a Request for Proposals (RFP) for the provision of janitorial services on July 2, 2004 and a selection process for a provider was undertaken pursuant to the Corporation's procurement rules; and

WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and

WHEREAS, the Selection Committee received and acted upon the submissions from eight (8) respondents; and

WHEREAS, the Selection Committee recommends that the Corporation enter into a contract with UNICCO Service Company for a period of one (1) year with renewals for two (2) additional one (1) year periods at the option of RIAC.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a contract in a not to exceed amount of \$3,600,000 with UNICCO Service Company to provide janitorial services at T. F. Green Airport for a one (1) year term with two (2) additional one (1) year extensions at the option of RIAC, subject to Board approval.

The additional terms are dependent on the appropriation of funds for

this purpose in the Operating and Maintenance (O&M) budget for fiscal years 06 and 07.

The motion was passed unanimously.

(h) Consideration of and Action Upon Professional Services Contract for Snow Removal Services – Landside – at T. F. Green Airport.

Mr. Schattle reported that the request is to enter into a contract with a responsible firm to provide snow removal services for landside operations at T. F. Green Airport. Mr. Schattle indicated that in August 2004 the Corporation issued an Invitation for Bids (IFB) for snow removal services for a three (3) year term at T. F. Green Airport. Two (2) firms submitted bids and as price is the sole determining factor in the award the recommendation is to award the contract to EJM Landscape.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and

WHEREAS, it has been determined that there is a need for landside snow removal services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and

WHEREAS, RIAC issued an Invitation for Bids (IFB) for the supply of snow removal services on August 12, 2004, an EJM Lawnscape, Inc., was determined to be the lowest responsive and responsible bidder pursuant to the Corporation's Procurement Rules; and

WHEREAS, the recommendation is to award to EJM Lawnscape, Inc., a contract for a period of one (1) year with renewals for two (2) additional one (1) year periods at the option of RIAC.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a contract in the amount of \$115,000, for a one (1) year contract with two (2) additional one (1) year terms at the option of RIAC, with EJM Lawnscape, Inc., to provide Snow Removal Services for T. F. Green Airport, subject to Board approval.

The additional two (2) years are dependent on the appropriation of funds for this purpose in the Operating and Maintenance (O&M) budget for fiscal years 06 and 07.

The motion was passed unanimously.

(i) Consideration of and Action Upon Professional Services Contract for Natural Gas Supply at T. F. Green Airport.

Mr. Schattle reported that the request is for the Corporation to enter into a contract with an approved firm to provide natural gas at T. F. Green Airport. Mr. Schattle indicated that the current natural gas supply contract has been in place for three (3) years and has expired. The new vendor will be responsible for meeting the requirements for the retail supply of natural gas to T. F. Green Airport during the contract term. In July 2004 the Corporation issued a Request for Qualifications for natural gas supply and two (2) firms responded to the request. A selection committee evaluated both submissions based on predetermined criteria and the recommendation is that the Committee and Board authorize Select Energy and MetroMedia Energy be named as qualified to supply the natural gas requirements at T. F. Green Airport and authorize negotiations with both to achieve terms and conditions acceptable to RIAC for a retail natural gas supply and agreement.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode

Island airports; and

WHEREAS, it has been determined that there is a need for natural gas for heating purposes; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and

WHEREAS, RIAC issued a Request for Qualifications (RFQ) for the supply of natural gas on July on July 16, 2004, and a selection process for a supplier was undertaken pursuant to the Corporation's Procurement Rules; and

WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and

WHEREAS, the Selection Committee received and acted upon the submissions from two (2) respondents; and

WHEREAS, the Selection Committee recommends the firms of Select energy and MetroMedia Energy as qualified to adequately supply the natural gas requirements of T. F. Green Airport and that a retail natural gas supply contract be negotiated for a period of one (1) year with renewals of two (2) additional one (1) year periods at the option of RIAC.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the Committee hereby approves Select Energy and MetroMedia Energy as qualified to supply the natural gas requirements of T. F. Green Airport and authorize negotiations with both to achieve terms and conditions acceptable to RIAC for a retail natural gas supply agreement, subject to Board approval.

2. Authorize the President and CEO to execute a contract for the supply of natural gas when pricing indicators appear favorable.

The motion was passed unanimously.

(j) Consideration of and Action Upon Professional Services Contract for Glycol Management Services for T. F. Green Airport, Quonset Airport and North Central Airport.

Mr. Schattle reported that the request is to enter into a contract to provide glycol management services at T. F. Green Airport, North Central Airport and Quonset Airport. Mr. Schattle indicated that the current Glycol Recovery and Waste Management Program has been in place for three (3) years and is operating under an administratively continued permit and a Memorandum of Understanding (MOU) with Save The Bay. The selected vendor will be responsible for meeting the requirements of the existing glycol management program. Mr. Schattle reported that in August 2004 RIAC issued an RFP for Glycol

Management Services for the 2004/2005 deicing season at T. F. Green Airport, North Central Airport and Quonset Airport. A Selection Committee was formed pursuant to the Corporation's Procurement Rules and reviewed the submissions from five (5) respondents and ranked Inland Technologies International, Ltd., as the top firm, followed by Contego Systems, LLC. Both firms were deemed qualified to provide this service. The recommendation is that the firm of Inland Technologies International, Ltd., be awarded the contract to perform glycol management services.

A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and

WHEREAS, it has been determined that there is a need for glycol management services; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O&M) budget; and

WHEREAS, RIAC issued a Request for Proposals (RFP) for Glycol Management Services on August 6, 2004 and a selection process for

glycol management services was undertaken pursuant to the Corporation's Procurement Rules; and

WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and

WHEREAS, the Selection Committee received and acted upon the submissions from five (5) respondents; and

WHEREAS, the Selection Committee ranked Inland Technologies International, Ltd., as the top firm followed by Contego Systems, LLC.

Both firms were deemed qualified to provide glycol management services, for a period of one (1) year with renewal for an additional one (1) year period at the option of RIAC.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to negotiate and execute a contract with Inland Technologies International Ltd., or Contego Systems, LLC., for a not to exceed amount of \$465,000 to provide glycol management services for T. F. Green Airport, North Central Airport, and Quonset Airport, subject to Board approval.

The motion was passed unanimously.

5. Executive Session:

(a) Discussion Related to Safety and Security – R.I.G.L. § 42-46-5(a)(3).

There was no Executive Session.

6. Future Meetings:

The next meeting is scheduled for Wednesday, October 13, 2004 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

7. Adjournment:

Mr. Cianciolo moved to adjourn at approximately 4:39 p.m. The motion was seconded by Mr. Sangster. The motion was passed unanimously.

Respectfully submitted,

**James Forte, Chair
Rhode Island Airport Corporation
Operations and Capital Committee**

ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
OPERATIONS AND CAPITAL COMMITTEE
WEDNESDAY, SEPTEMBER 8, 2004

NAME	AFFILIATION
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Patti Goldstein	RIAC
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Brenda Pope	RIAC
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William Steinkamp	RIAC
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Joe DaSilva	RIAC
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Doug Dansereau	RIAC
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David Cloutier	RIAC
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Liz DeMarco	RIAC
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